

Appointment process user guide – October 2009

This user guide has been developed to support Appointments Secretaries in administering the new appointment process.

It is split into the following sections:

- 1. Logging in to the system..... Page 2
- 2. My details..... Page 3
- 3. Member search..... Page 4
- 4. Adding a Member/role..... Page 7
 - 4.1 Adding historical roles..... Page 10
- 5. Tracking the progress of an appointment..... Page 11
- 6. Cancelling an appointment and adding/changing review dates... Page 12
- 7. Adding Assessor roles..... Page 13
- 8. Adding Permits..... Page 14
- 7. Reports..... Page 15

1 Logging in to the system

Fig. 1

The screenshot shows the Scouts.org.uk website. At the top, there is a navigation bar with links: Home, Log-In, Register, and Contact Us. Below this is a header with the Scouts logo and other program logos: BEAVERS, cubs, [SCOUTS], and EXPLORER. A secondary navigation bar includes links: About Us, News, Parents, Join, Magazine, Media Centre, National Centres, and Shop. The main banner features the text "THE BIG ADVENTURE... be part of it!" with a graphic of a hand holding a ribbon. Below the banner, there are three main sections: News, Noticeboard, and Member Log-In. The News section includes a story about a Scout Canoe Instructor winning the BCU Volunteer Coach of the Year. The Noticeboard section includes a notice about discount offers for Scout Groups. The Member Log-In section, which is highlighted with a red border, contains fields for Username and Password, a Log-In button, and links for "Forgotten my Password", "Forgotten my Username", and "Register Now!".

Call us: 0845 300 1818 or 020 8433 7100

Home Log-In Register Contact Us

scouts be prepared

BEAVERS cubs [SCOUTS] EXPLORER NETWORK ScoutBaseUK support and resources for volunteers

About Us News Parents Join Magazine Media Centre National Centres Shop

THE BIG ADVENTURE... be part of it!

News

[Scout Canoe Instructor wins BCU Volunteer Coach of the Year](#)
(20/02/2009)

Scout Canoe Instructor Pat Tarry has been awarded the British Canoe Union's Female Volunteer Coach of the Year.

[More News](#)

Get updates direct to your inbox: [subscribe to AdventureNews](#).

Everyday Adventure

Noticeboard

[Scout Group - discount offers](#)
(24/02/2009)

Following a survey of Scout Groups spending patterns, we are delighted to announce that discounts with the following suppliers have been negotiated that will benefit Scout Groups, Districts and Counties directly.

[National Group Scout Leader Workshops](#)
(04/08/2008)

[More Noticeboard](#)

Member Log-In

Username

Password

[Log-In](#)

[Forgotten my Password](#)
[Forgotten my Username](#)

[Register Now!](#)

Events

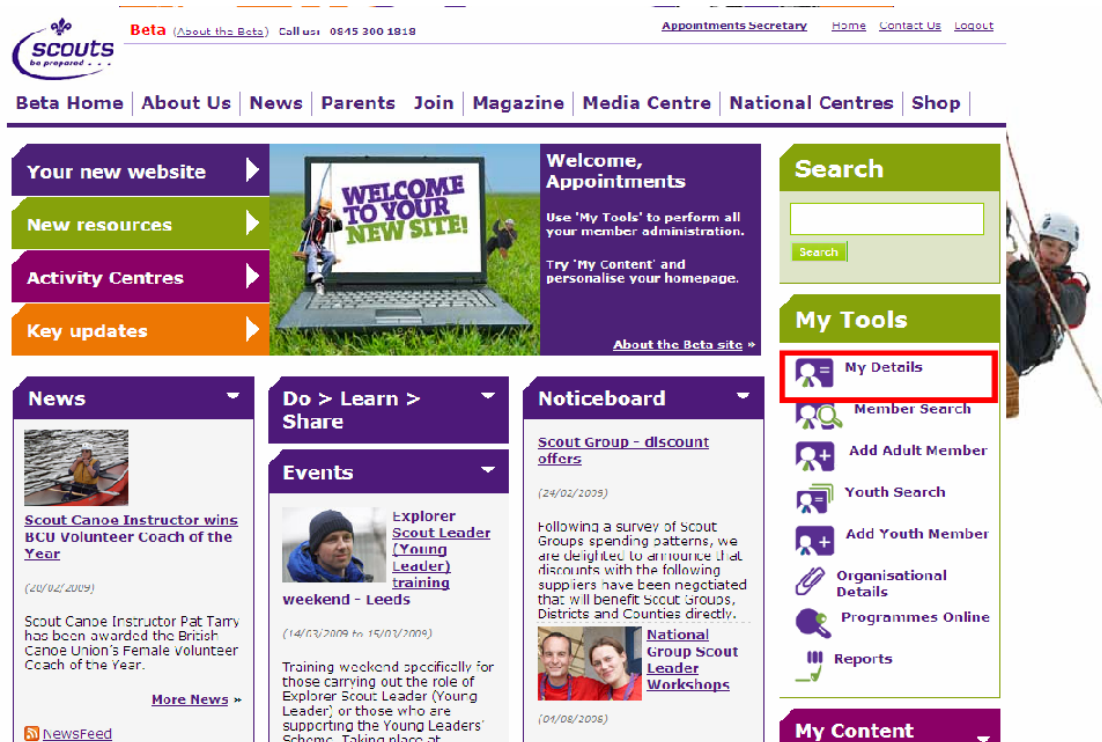
You can access the online tools by logging in to www.scouts.org.uk. If you have registered for this or Programmes Online, simply log straight into the system using your user name and password.

If you have registered before but cannot remember either your username or password, you can use the links under the log-in box. You will be asked for your Membership number, e-mail address, date of birth and if requesting your password, your username.

Note: the e-mail address you enter has to match the one we have recorded for you on the system.

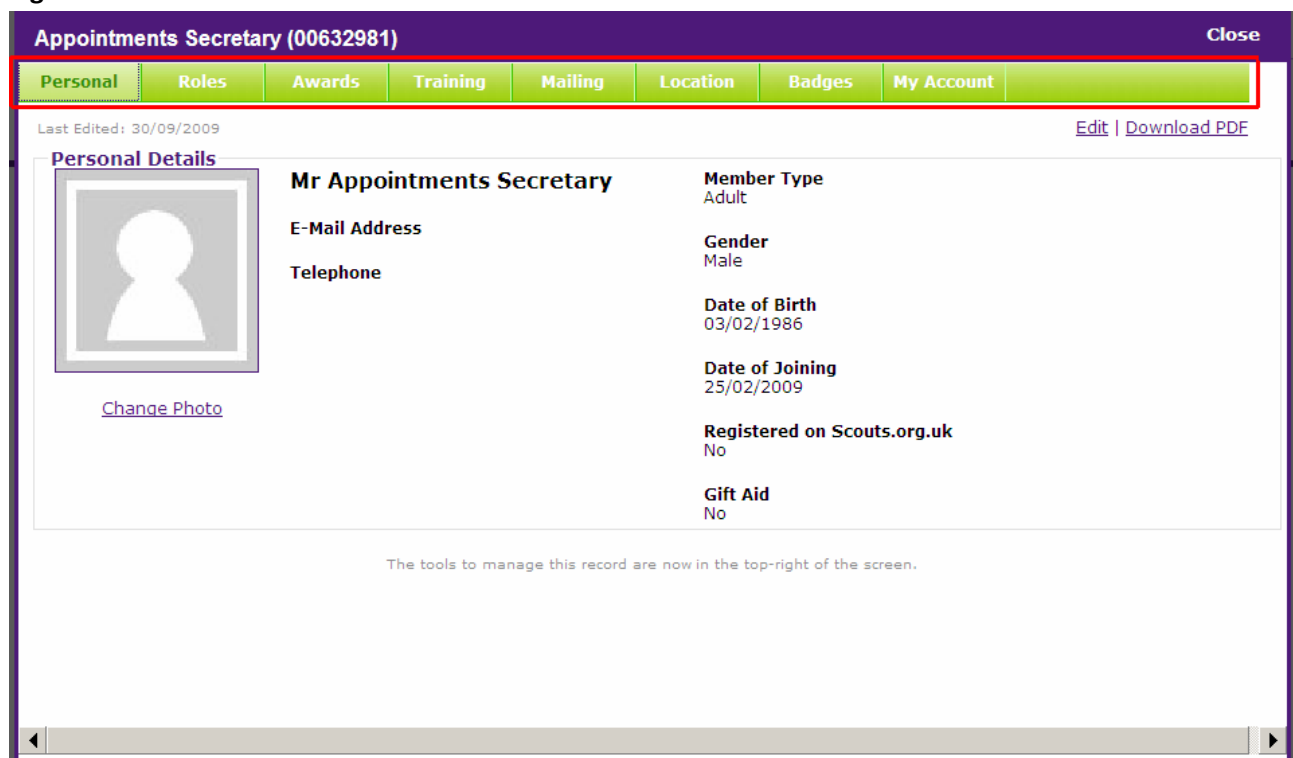
2 My details

Fig. 1



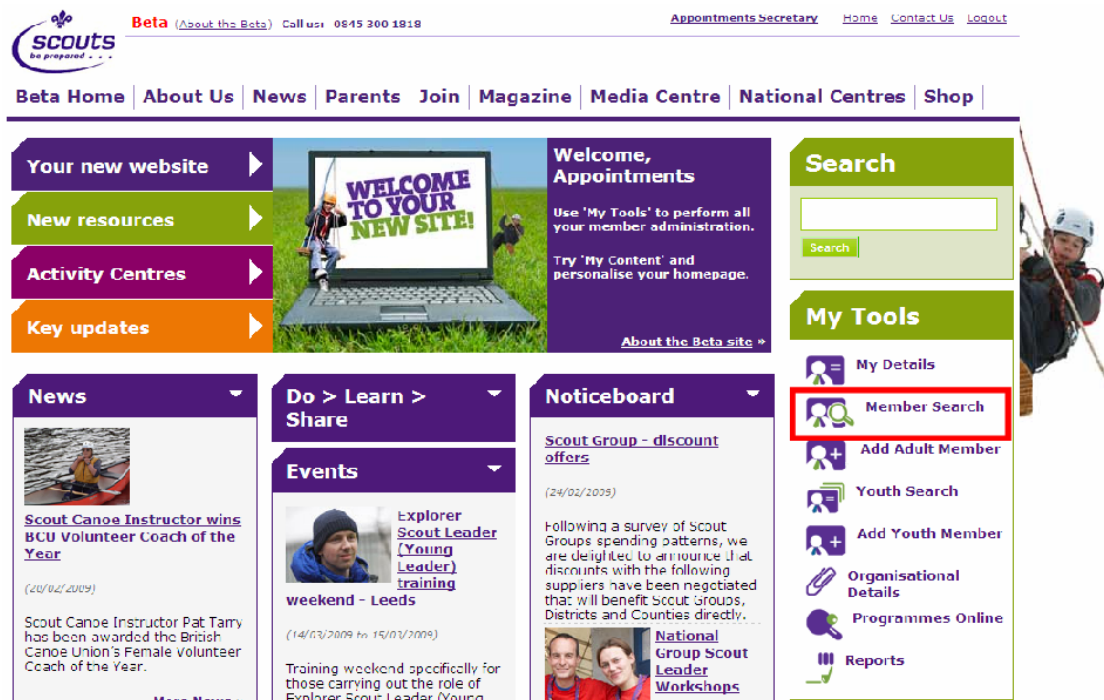
Individuals can check their own details and edit their contact details; can view and edit their mailing options/magazine supplements; can edit their location; and can add a photo to their record. All this can be done by using the tabs at the top of your record (as in Fig. 2 below).

Fig. 2



3 Member search

Fig. 1



You can search for Members in your County/District/Region and the data that is returned depends on your role.

Fig. 2

The 'Show all my Members button' will bring up a list of all the adults in your particular area. You can also search for a particular member using their Membership number, or by searching for their name and/or role. You need to click on the 'Search' button once you've entered the details (just pressing 'Enter' on the keyboard won't do anything). If you want to search using more information, use the 'Advanced Search' option.

Fig. 3

Member Search

The Advanced Search facility should be used to search for groups of members who share common details.

Quick Search

Member Number

Location

Country: -- please select --
Region: -- please select --
County: -- please select --
District: -- please select --
Group: -- please select --

☒ Show all at and below this level
☐ Show all at this level only
☐ Show all below this level only

Personal Details

Surname: Forename:
☐ Exact Matches Only Postcode:
Date of Birth: Gender: -- please select --

Roles

Role Level: All Roles
Role: -- please select --

☒ Active Roles Only
☐ Inactive Roles Only
☐ Active Everywhere

Sort

Sort By: Surname Then By: -- please select -- Then By: -- please select --

Search

Search!

My Tools

My Details
Member Search
Add Adult Member
Youth Search
Add Youth Member
Organisational Details
Programmes Online
Reports

Feedback

Provide us with feedback about this Beta site.


The advanced search allows you to search for roles at a range of different levels, including at Group and District level. It also allows you to search using personal details such as postcode and date of birth. You can also search for inactive roles (usually used for recruitment purposes where a District wants to contact past volunteers and see whether they would be interested in joining again). Once you have chosen what you want to search for, you can then choose to sort the search results to suit your needs (all shown in Fig. 3 above).

Once you have the search results up, you can export them into an Excel spreadsheet and then sort and filter the data however you like.

You can also extract the data for a mail merge, export the data into a pdf file, or send an e-mail to all those members. If you choose to send an e-mail, the system will tell you how many Members do not have e-mail addresses and will give you the option of exporting this data for a mail merge (shown in Fig. 4 below).

Please note: The facility to send e-mails is a future enhancement to the system. It is currently being tested and we hope that this will be available to all in the near future.

Fig. 4



[Beta](#) ([About the Beta](#)) Call us: 0845 300 1818

[My Details](#)
[Home](#)
[Contact Us](#)
[Logout](#)





[Beta Home](#)
[About Us](#)
[News](#)
[Parents](#)
[Join](#)
[Magazine](#)
[Media Centre](#)
[National Centres](#)
[Shop](#)

Member Search


[New Search](#) | [Amend Search](#)


Search Results
Showing 1 to 4 of 4 results.


[Select all 4 results](#)
[Deselect All](#)


	Mr Test Tes567 Area Adviser	(00310622)	<input type="checkbox"/>
	Mr Test Test Area Adviser	(00560986)	<input type="checkbox"/>
	Mr Test Test98 Area Adviser	(00509862)	<input type="checkbox"/>
	Mr Test Testffff Area Adviser	(00559967)	<input type="checkbox"/>

[Select all 4 results](#)
[Deselect All](#)


[Member Record \(.pdf\)](#)










[Data Dump \(.csv\)](#)


[Mail Merge Data \(.csv\)](#)


[Send E-Mail \(.beta\)](#)

Search

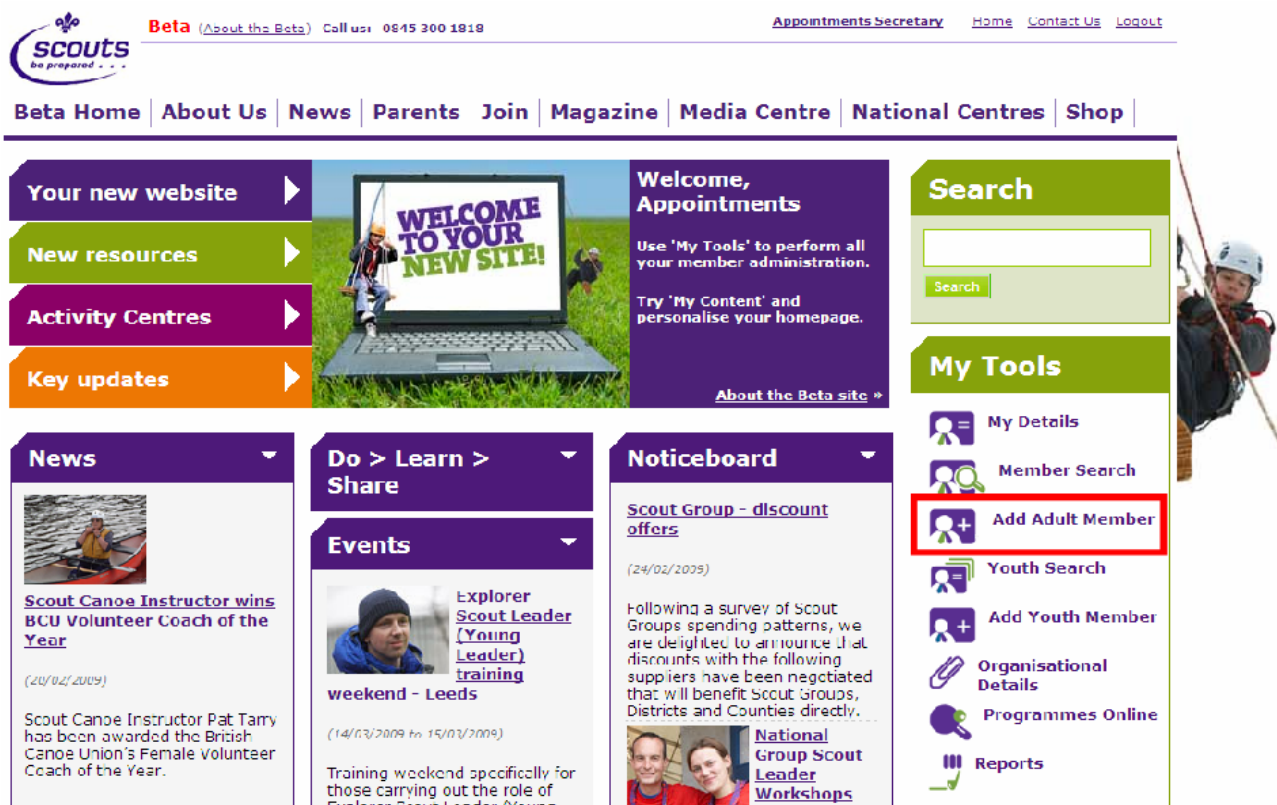
My Tools

-  [My Details](#)
-  [Member Search](#)
-  [Add Adult Member](#)
-  [Youth Search](#)
-  [Add Youth Member](#)
-  [Organisational Details](#)
-  [Programmes Online](#)
-  [Reports](#)

Feedback

4 Adding a Member

Fig. 1



Once the AA Form has been completed correctly and checked, the details can then be entered onto the online system.

Some things to check for are:

- that the Declarations are signed;
- that the line manager has signed the form to say that they support the application;
- that any special needs are made a note of. These should be queried to ensure that their line manager has taken into account any additional support that may be needed. More information about special needs can be found in the factsheet section of www.scoutbase.org.uk; and
- that the minimum Membership requirement for the role is chosen (i.e. Member, Associate Member, non-Member). This information can be found at www.scouts.org.uk/appointment in POR: The Appointment Process and in the Guide to Appointing Adults. In both cases, the information can be found in a table at the end of the document.

If the Member that you want to add already has a record, you can use the 'Member search' function to find them and add the role to their record. **Go to Fig. 4 below.**

If they are a completely new Member, click on the 'Add Adult Member' button (as in Fig. 1 above). **Go to Fig. 2 below.**

Fig. 2

Call us: 0845 300 1818

[My Details](#) [Home](#) [Contact Us](#) [Logout](#)

[Home](#) [About Us](#) [News](#) [Parents](#) [Join](#) [Magazine](#) [Media Centre](#) [Jobs](#) [Shop](#) [National Centres](#)

Add Adult Member

Personal Details

Please enter some basic details about the new member from the AA form to see if this member already exists in our database.

Surname

Date Of Birth (dd/mm/yyyy)

Post Code

[Continue to Next Stage](#)

Search

[Search](#)

My Tools

We've received Returned Mail from your Postal Address. Please check your details.

You will be asked to add some key information so that the system can search to see if the member already exists. If they do not already exist on the system, the screen in **Fig. 4** will appear, where you will be asked to enter the rest of their personal details.

If there is a possibility that they do already exist on the system, the screen in **Fig. 3** will appear, where you will need to decide if that is the same person you are trying to add.

Fig. 3

Beta (About the Beta) Call us: 0845 300 1818

[My Details](#) [Home](#) [Contact Us](#) [Logout](#)

[Beta Home](#) [About Us](#) [News](#) [Parents](#) [Join](#) [Magazine](#) [Media Centre](#) [National Centres](#) [Shop](#)

Add Adult Member

Existing members were found with similar details to those entered, please select an existing member to edit, or choose to proceed adding a new member with the new details.

Member Number	Name	Date of Birth	Date of Joining	Membership Type
00532981	Appointments Secretary	03/02/1966	25/04/2009	Adult

[Cancel](#) [Add New Member - No Duplicates Above](#)

Search

[Search](#)


Staff

- [Updates](#)
- [Phonebook](#)
- [Content Management](#)

If the person that appears is the person that you are trying to add, click the membership number which will take you to their record. The screen shown in **Fig. 5** will then appear.

If the person that appears is **NOT** the person you are trying to add, click 'Add new member'. This will create a new record and will take you to the screen shown in **Fig. 4**, where you can enter the rest of their personal details.

Fig. 4



Beta (About the Beta) Call us: 0845 300 1818 [My Details](#) [Home](#) [Contact Us](#) [Logout](#)

[Beta Home](#) [About Us](#) [News](#) [Parents](#) [Join](#) [Magazine](#) [Media Centre](#) [National Centres](#) [Shop](#)

Add Adult Member

Personal Details

Please enter the new member's personal details from the AA form.

Title:

House Name/Number:

Occupation:

Forenames:

Post Code:

Occupation Detail:

Surname:

Find Address:

Date Of Joining (dd/mm/yyyy):

Known As:

Address:

Gift Aid: ☐ I am a UK taxpayer and would like the Scout Association to treat all donations I make on or after 6th April 2000 as Gift Aid donations, and that The Scout Association can claim gift aid on my behalf.

Previous Surnames:

Post Code:

Holidays:

Gender:

Daytime Phone:

National Insurance Number:

Home Phone:

Data Of Birth (dd/mm/yyyy):

Home Mobile:

Continue to Next Stage

Crail:

Search

[Search](#)

Staff

- [Updates](#)
- [Phonebook](#)
- [Content Management](#)






My Tools

- [My Details](#)
- [Member Search](#)
- [Add Adult Member](#)
- [Youth Search](#)
- [Add Youth Member](#)
- [Organisational Details](#)
- [Programmes Online](#)

The details are added to the system. The 'Find Address' box can be used to reduce the amount of data input needed. By entering the postcode and clicking 'Find', the address should automatically appear.

Note: The house number or name needs to be added.

Fig. 5

Appointments Secretary (00632981) Close									
Personal	Roles	Awards	Training	Mailing	Location	Badges	Permits	My Account	Add Role
Roles Hover your mouse pointer over the Role Code to see the full description. Roles with a future start date will show as inactive.									
	DSE	Fulham (Amalgamated)	02/08/1998					Full	Edit Appointment
	LTM	Gt. London Central (Closed)	12/05/2009 to 20/05/2009					Closed	Edit Appointment
	CSE	Gt. London Central (Closed)	25/02/2009 to 26/02/2009					Closed	Edit Appointment
	DEXL	Fulham (Amalgamated)	25/08/1969 to 08/04/2009					Closed	Edit Appointment
	DBSL	Fulham (Amalgamated)	14/07/1958 to 22/09/2009					Closed	Edit Appointment
The tools to manage this record are now in the top-right of the screen.									

The record will appear and will automatically take you to the 'Roles' tab. Select 'Add role'. If they have other roles, these will appear on the screen as well.

Fig. 6

Appointments Secretary (00632981) Close

Personal **Roles** Awards Training Mailing Location My Account

Role Level

Role

Country N/A

Region N/A

County N/A

District N/A

Group N/A

Start Date

Review Date

Status

- ☐ Pre-Provisional (New Appointments Process Only)
- ☒ Provisional (Please send in segment C of the AA form when the process is complete)
- ☐ Full appointments cannot be added using this system, please contact the Appointments team at HQ with these enquiries: leader.records@scout.org.uk

Cancel Save

You will be asked to choose the level of the role (i.e. Group) and then select the role and place them in the correct location.

There are three status options, as below:

Pre-provisional: this is for the new appointment process. Any role added using the new appointment process must be added as this status. This is because the provisional appointment now comes later in the process.

Provisional: this is for the current appointment process. The provisional appointment is added locally and then Section C needs to be sent to the Appointments & Membership Team to be updated to a full appointment.

Full: Full appointments cannot be added to the system straight away. They will need to be added as pre-provisional appointments and their progress through the appointment process recorded to make them a full appointment (see Chapter 5). Alternatively, please contact the Appointments & Membership Team who will be able to provide you with further guidance.

4.1 Adding historical roles

If you need to add historical roles, follow the Add Member/Role process as above and enter the original start date of the appointment. You can then make the appointment 'full' by recording the progress of the appointment as described in the next chapter. You will be asked to add the dates on which the various approval checks were completed. If you don't have a record of these dates, you can add today's date to ensure that all the boxes are completed and the appointment made 'full'.

5 Tracking the progress of an appointment

Fig. 1






Appointments Secretary (00632981)
Close

Personal
Roles
Awards
Training
Mailing
Location
Badges
Permits
My Account

Add Role

Roles

Hover your mouse pointer over the **Role Code** to see the full description. Roles with a future start date will show as inactive.

Role	Location	Start-End	Review	Status	
 <u>DSE</u>	Fulham (Amalgamated)	02/08/1998		Full	Edit Appointment
 <u>LTM</u>	Gt. London Central (Closed)	12/05/2009 to 20/05/2009		Closed	Edit Appointment
 <u>CSE</u>	Gt. London Central (Closed)	25/02/2009 to 26/02/2009		Closed	Edit Appointment
 <u>DEXL</u>	Fulham (Amalgamated)	25/08/1969 to 08/04/2009		Closed	Edit Appointment
 <u>DBSL</u>	Fulham (Amalgamated)	14/07/1958 to 22/09/2009		Closed	Edit Appointment

The tools to manage this record are now in the top-right of the screen.

To record the progress of an appointment, find the Member's record and go to the 'Roles' tab. You will then need to click 'Appointment' and then click 'edit'.

Fig. 2

Appointments Secretary (00632981)
Close

Personal
Roles
Awards
Training
Mailing
Location
Badges
Permits
My Account

This feature is only relevant to Counties/Areas and Regions (Scotland) that have switched over to the new Appointment Process. [More information](#)

This is the date the Disclosure application form was sent to HQ

for District Secretary Application

? Disclosure Application Sent to HQ:

? Application Sent to Disclosure Authority:

? HQ Initial (CE) Check Completed:

? Satisfactory References Received: Not Required

? Appointments Advisory Committee Approval: Not Required

? Welcome Pack Sent:

? Disclosure Issue Date:

? Disclosure Number: 1234445

? Getting Started Training Completed: Not Required

? Relevant Commissioner / Chairman Approval:
Select Status

? Full Appointment:

Cancel Save

The boxes available to edit will depend on the role that is being applied for. The CRB and initial check box is updated automatically by HQ. The 'Help' function is available to explain how to use the boxes. If you are ever unsure of the boxes that appear, what to enter, or find that initial check or CRB information does not automatically appear, just contact the Appointments & Membership Team.

6 Cancelling appointments and adding/changing review dates

Fig. 1

The screenshot shows the 'Appointments Secretary (00632981)' interface. At the top is a navigation bar with tabs: Personal, Roles, Awards, Training, Mailing, Location, Badges, Permits, and My Account. The 'Roles' tab is selected. Below the tabs is a table of roles. The first role, 'DSE', is highlighted. The 'Edit' link for this role is circled in red. Below the table, a note states: 'The tools to manage this record are now in the top-right of the screen.'

Role	Location	Start-End	Review	Status	
DSE	Fulham (Amalgamated)	02/08/1998		Full	Edit Appointment
LTM	Gt. London Central (Closed)	12/05/2009 to 20/05/2009		Closed	Edit Appointment
CSE	Gt. London Central (Closed)	25/02/2009 to 26/02/2009		Closed	Edit Appointment
DEXL	Fulham (Amalgamated)	25/08/1969 to 08/04/2009		Closed	Edit Appointment
DBSL	Fulham (Amalgamated)	14/07/1958 to 22/09/2009		Closed	Edit Appointment

To cancel the appointment or change the review date, click on 'Edit' for that particular role. Then simply enter the relevant date and click 'Save' (as shown in Fig. 2 below).

Fig. 2

The screenshot shows the 'Appointments Secretary (00632981)' interface with the 'Edit' form for the 'CSE' role. The form has fields for Role, Location, Start, End, Review, and Status. The 'End' and 'Review' fields are highlighted with a red box. Below the form are 'Cancel' and 'Save' buttons.

Role	Location	Start	End	Review	Status
CSE	Gt. London Central (Closed)	25/02/2009	<input type="text"/>	<input type="text"/>	Full

If you cancel an appointment and that Member has no other active roles, you will be asked whether you would like to lapse their appointment, or create a new role for them.

If they are leaving Scouting, the drop down box should be used to select the reason for leaving. You can then click 'Save'. If the reason for leaving is **unsatisfactory**, a Cancellation/Suspension Form (Form CS) will need to be completed and returned to the Confidential Team at Gilwell Park. If they are not leaving Scouting and are just changing roles, click on 'Add Role' (as in Fig. 3 below).

Fig. 3

The screenshot shows the 'Appointments Secretary (00632981)' interface with the 'Add Role' form. The form has a dropdown menu for 'Make this member inactive, reason for leaving' and a 'Save' button. The dropdown menu is open, showing a list of reasons. The 'Add Role' link is also highlighted with a red box.

This member has no open roles. You can choose to make this member inactive or add a new role.

Make this member inactive, reason for leaving: [Save](#)

[Add Role](#)

- Not Active
- Ill Health
- End of agreed period of appointment
- Family/Work Commitments
- Child left Movement
- Wishes to Resign
- Deceased
- Moving house/area
- Other voluntary/community commitments
- Closure of Group/Section
- Duplicate Record

7 Adding an Assessor role

Fig. 1

The screenshot shows the top navigation bar with the user name 'Appointments Secretary (00632981)' and a 'Close' button. Below the navigation bar is a row of tabs: 'Personal', 'Roles', 'Awards', 'Training', 'Mailing', 'Location', 'Badges', 'Permits', and 'My Account'. The 'Permits' tab is highlighted. Below the tabs, there is a message 'No permits were found.' and two links: 'Add Assessor Role' and 'Add Permit'. The 'Add Assessor Role' link is highlighted with a red box.

Assessor roles can be added in the same way as other roles as outlined in the previous chapter. You can also use the 'Add Assessor Role' link on either the 'Roles' tab or the 'Permits' tab (shown in Fig. 1 above).

The advantage of using the 'Add Assessor Role' link is that you will only be shown the Assessor roles when adding the role (as shown in Fig. 2 below).

Fig. 2

The screenshot shows the top navigation bar with the user name 'Appointments Secretary (00632981)' and a 'Close' button. Below the navigation bar is a row of tabs: 'Personal', 'Roles', 'Awards', 'Training', 'Mailing', 'Location', 'Badges', 'Permits', and 'My Account'. The 'Roles' tab is highlighted. Below the tabs, there is a form with fields for 'Role Level', 'Role', 'Country', 'Region', 'County', 'District', 'Group', 'Start Date', and 'Review Date'. A dropdown menu is open for the 'Role' field, showing a list of assessor roles: 'Area Nights Away Adviser', 'Assessor for Bell Boating', 'Assessor for Canoeing', 'Assessor for Caving', 'Assessor for Climbing (Multi Pitch)', 'Assessor for Climbing (Single Pitch)', 'Assessor for Dinghy Sailing', 'Assessor for Dragon Boating', 'Assessor for Hillwalking', 'Assessor for Hovercrafting', 'Assessor for Ice Climbing', 'Assessor for Kayaking', and 'Assessor for Kite Surfing'. The dropdown menu is highlighted with a red box.

Once you have added the role, you will be asked to select the category of the Assessor (shown in Fig. 3 below). Assessor categories are hierarchical so you only need to add one role for each activity. i.e. Winter Hillwalking also covers Summer Hillwalking, B2 Kayaking also covers B1 Kayaking. Once you have added the role, you can then track the progress of the appointment as in Chapter 5 above.

Fig. 3

The screenshot shows the top navigation bar with the user name 'Appointments Secretary (00632981)' and a 'Close' button. Below the navigation bar is a row of tabs: 'Personal', 'Roles', 'Awards', 'Training', 'Mailing', 'Location', 'Badges', 'Permits', and 'My Account'. The 'Roles' tab is highlighted. Below the tabs, there is a message 'Add Role | Add Assessor Role'. Below this is a table of roles. The table has columns: 'Role', 'Location', 'Start-End', 'Review', 'Status', and 'Category'. The 'Category' column is highlighted with a red box. The table contains the following data:

Role	Location	Start-End	Review	Status	Category
ACN	Derbyshire	05/10/2009		Pre-Provisional	
LTM	Gt. London Central (Closed)	12/05/2009 to 20/05/2009		Closed	
CSE	Gt. London Central (Closed)	25/02/2009 to 26/02/2009		Closed	
DSE	Fulham (Amalgamated)	02/08/1998 to 01/10/2009		Closed	
DEXL	Fulham (Amalgamated)	25/08/1969 to 08/04/2009		Closed	
DBSL	Fulham (Amalgamated)	14/07/1958 to 22/09/2009		Closed	

The tools to manage this record are now in the top-right of the screen.

8 Adding a Permit

Fig. 1

The screenshot shows a web interface for 'Appointments Secretary (00632981)'. At the top is a purple header bar with the title and a 'Close' button. Below it is a navigation bar with tabs: Personal, Roles, Awards, Training, Mailing, Location, Badges, Permits, and My Account. The 'Permits' tab is highlighted with a red box. To the right of the tabs are two links: 'Add Assessor Role' and 'Add Permit', with the latter also highlighted by a red box. Below the navigation bar, a message states 'No permits were found.'

To add a permit to a record, select the 'Permits' tab and click on 'Add Permit' (shown in Fig. 1 above). You will then be taken to the screen below (Fig. 2) where you can add the details of the permit.

Fig. 2

The screenshot shows the 'Add Permit' form. It has a purple header bar with the title 'Appointments Secretary (00632981)' and a 'Close' button. Below the header is a navigation bar with tabs: Personal, Roles, Awards, Training, Mailing, Location, Badges, Permits, and My Account. The 'Permits' tab is highlighted. The form contains the following fields: a 'Permit' dropdown menu with '-- please select --' as the selected option; 'Start Date' and 'End Date' text input fields, each with a calendar icon; and a 'Restrictions' text area. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

The details entered on this page should be identical to those details on the permit card given to the permit holder. The type of permit should be available from the drop down list as this includes all permits that are available. The only exception to this is that where people hold historical climbing permits for 'Rope Leader', these have been renamed with the introduction of personal permits as Climbing – Personal. So for example, a 'Climbing (Single Pitch) Top Rope Leader' permit will be recorded as 'Climbing (Single Pitch) Top Rope– Personal'. If any permits you need to add don't match those in the drop down list, your ACC Activities or County Adviser for the specific activity should be able to provide further guidance. Once you have saved the details, you will be shown the details that you have recorded (as in Fig. 3) below.

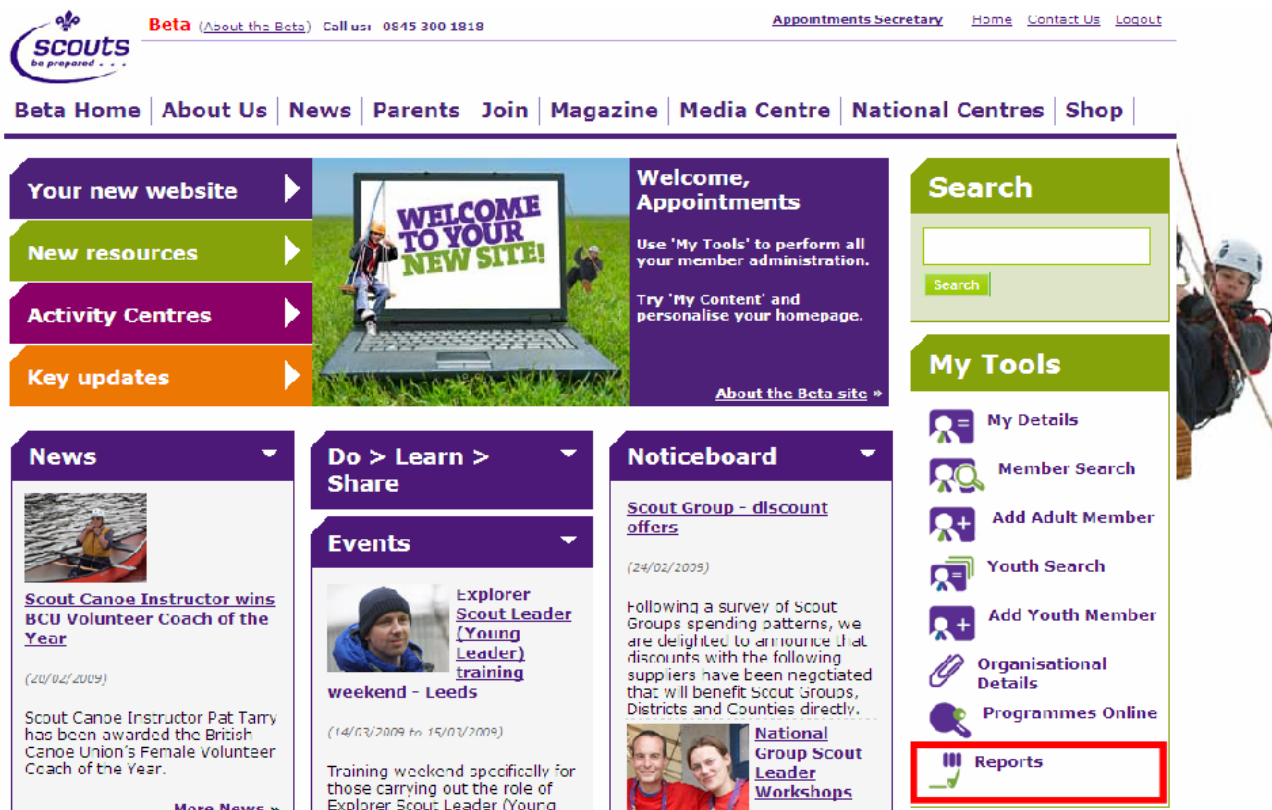
Fig. 3

The screenshot shows the 'View Permit' screen. It has a purple header bar with the title 'Appointments Secretary (00632981)' and a 'Close' button. Below the header is a navigation bar with tabs: Personal, Roles, Awards, Training, Mailing, Location, Badges, Permits, and My Account. The 'Permits' tab is highlighted. The screen displays the details of a permit: 'Canoeing B1 Waters - Leadership', 'Start: 05/10/2009 End: 05/10/2010', and 'Restrictions:'. Below the details are two buttons: 'Edit' and 'Delete'.

A report is available under 'Reports' to view and manage all permit holders in your County. This allows you to sort or filter by various data, such as activity or end date.

9 Reports

Fig. 1



To make use of the reporting tools that are available to you, click on 'Reports'. You will be asked to log-in to the reporting suite (use the same username and password that you use to log-in to www.scouts.org.uk).

Once you have logged in, you will see that there is a list of reports. Some of the reports which may be of particular use to you include:

- New Appointment Process (ONLY) – *there are a series of reports to support you with the management of this process*
- Appointments – Members with Non-Full Roles
- Appointments – Review Due
- Appointments – Review Due in the Next Six Months